

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

<b>(1) DEPARTMENT</b> General Services Agency	<b>(2) MEETING DATE</b> 11/4/2014	<b>(3) CONTACT/PHONE</b> Kevin Bumen 781-5205	
<b>(4) SUBJECT</b> Request to delegate authority to the Interim Airport Director or designee, to negotiate, execute and amend a Memorandum of Agreement with the Rotary Club of San Luis Obispo de Tolosa Charities regarding the construction of a viewing area at the San Luis Obispo County Regional Airport. District 3			
<b>(5) RECOMMENDED ACTION</b> It is recommended the Board approve the delegation to the Interim Airport Director or designee, the authority to negotiate, execute; and amend a Memorandum of Agreement with the Rotary Club of San Luis Obispo de Tolosa Charities regarding construction of a viewing area at the San Luis Obispo County Regional Airport.			
<b>(6) FUNDING SOURCE(S)</b> N/A	<b>(7) CURRENT YEAR FINANCIAL IMPACT</b> \$0.00	<b>(8) ANNUAL FINANCIAL IMPACT</b> \$0.00	<b>(9) BUDGETED?</b> N/A
<b>(10) AGENDA PLACEMENT</b> <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____ ) <input type="checkbox"/> Board Business (Time Est. ____ )			
<b>(11) EXECUTED DOCUMENTS</b> <input type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input checked="" type="checkbox"/> N/A			
<b>(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR)</b> N/A		<b>(13) BUDGET ADJUSTMENT REQUIRED?</b> BAR ID Number: N/A <input type="checkbox"/> 4/5 Vote Required <input checked="" type="checkbox"/> N/A	
<b>(14) LOCATION MAP</b> Attached	<b>(15) BUSINESS IMPACT STATEMENT?</b> No	<b>(16) AGENDA ITEM HISTORY</b> <input checked="" type="checkbox"/> N/A    Date: _____	
<b>(17) ADMINISTRATIVE OFFICE REVIEW</b> Emily Jackson			
<b>(18) SUPERVISOR DISTRICT(S)</b> District 3			

# County of San Luis Obispo



TO: Board of Supervisors

FROM: Airports / Kevin Bumen  
781-5205

DATE: 11/4/2014

SUBJECT: Request to delegate authority to the Interim Airport Director or designee, to negotiate, execute and amend a Memorandum of Agreement with the Rotary Club of San Luis Obispo de Tolosa Charities regarding the construction of a viewing area at the San Luis Obispo County Regional Airport. District 3

## **RECOMMENDATION**

It is recommended the Board approve the delegation to the Interim Airport Director, or designee, the authority to negotiate, execute; and amend a Memorandum of Agreement with the Rotary Club of San Luis Obispo de Tolosa Charities regarding construction of a viewing area at the San Luis Obispo County Regional Airport.

## **DISCUSSION**

Each year the Rotary Club of San Luis Obispo de Tolosa (the "Rotary Club") completes various community service projects in and around San Luis Obispo. The projects are a means for the Rotary Club to give back to the community, creating good will and improving the lives of those who live in or visit the community.

Recently, Airports was contacted by the Rotary Club regarding a project at the San Luis Obispo County Regional Airport. Through discussions with Airport Management and Rotary Club representatives, a need was identified to create an improved view area where the public can observe the aircraft activities at the airport. As a result of those discussions, taking into account various physical constraints, the area between the current passenger terminal and the Spirit of San Luis Restaurant was selected as the most effective location to complete this project. Due to the higher elevation of this area it provides a more advantageous viewpoint of the Airport. The Rotary Club, through the use of volunteers and a licensed contractor, will construct the viewing deck and then donate the improved area to the County. The County is not contributing any funds to the construction project.

In general, the project will consist of the relocation of the airport perimeter fence line allowing for the construction of an enlarged view area/deck where the public can gather and observe aircraft as well as other airport operational activities. The construction elements of the project are anticipated to include concrete block retaining wall, cement, and metal railing. A timeline for the start of construction and length of construction will be established as part of the Memorandum of Agreement executed by the Interim Airport Director.

After the completion of the project, the improvements will become the property of the County and will be maintained by airport staff. Maintenance will include custodial type activities such as sweeping and trash removal. The project will result in the elimination of landscaping currently maintained by County staff, resulting in no net increase in staff time for maintenance needs. The chosen location will have no effect on the proposed future terminal project and will remain an ideal public viewing area well into the future.

County Code Title 24 authorizes the Airports Director to enter into agreements such as this that do not exceed one year in length. However, Airports is asking the Board to delegate the authority to negotiate, sign and amend, if necessary, a Memorandum of Agreement between the Rotary Club and the County. While this agreement would not extend beyond the one year time frame, the donation will become County property for public use for many years.

### **OTHER AGENCY INVOLVEMENT/IMPACT**

County Counsel will review the Memorandum of Agreement with the Rotary Club of San Luis Obispo de Tolosa for form and legal effect.

County Risk Management has been consulted and will review and verify that appropriate insurance requirements have been met by the Rotary Club, and their contractor, to address liability concerns during construction.

### **FINANCIAL CONSIDERATIONS**

All costs for the completion of this project will be borne by the Rotary Club. Airports will be responsible for ongoing maintenance after completion. Airports anticipates no increases in costs or to existing staff levels in order to maintain the view area after completion.

### **RESULTS**

Approval of this request will allow the project to move forward, providing an opportunity for people to continue to see the world of aviation and contribute the County wide goal of a more livable community.

### **ATTACHMENTS**

1. Attachment 1: Vicinity Map
2. Attachment 2: Viewing Area Concept 1
3. Attachment 3: Viewing Area Concept 2